



## NEWBURGH DEPARTMENT OF PARKS AND RECREATION APPLICATION PERMIT FOR USE OF LOCK AND DAM BUILDING

DATE OF USE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

ESTIMATED NUMBER ATTENDING: \_\_\_\_\_

FEE: \$125.00 + 7 % sales tax (\$133.75), plus a refundable deposit of \$100.00

### **MUST BE 21 YEARS OF AGE TO RESERVE BUILDING—PROOF OF AGE REQUIRED**

In consideration of my rental and occupancy of the premises  
Old Lock & Dam Building, I do hereby release the Town of  
Newburgh and its agents, servants or employees from any  
and all claims, demands or causes of action of every kind and  
nature which could or may hereafter be asserted by or for me  
arising from or connected with my use of the premises.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ISSUED BY

Keys must be picked up from the Clerk-Treasurer between 12:30 p.m. - 3:30 p.m.  
weekdays 24 hours before use. Keys must be returned to the Clerk-Treasurer  
within 48 hours after use or 72 hours if the use is on Friday. The clean-up deposit  
will be returned after the building is inspected.

Cash or checks only. Credit cards are not accepted.



## **OLD LOCK & DAM BUILDING**

Rental includes use of the main level (gathering space, kitchen, and bathrooms) and access to tables and chairs in storage in the attic.

Rental reservations are arranged by contacting the Town Hall at 812.853.3578.

Deposit is in addition to rental fee.

Cash or checks only. Credit cards are not accepted.

Keys can be picked up at the office of the Clerk-Treasurer at Town Hall, 23 West Jennings, the weekday before the rental between the hours of 12:30 p.m. - 3:30 p.m. For weekend rentals, the key must be picked up on Friday.

If you will be using exterior electrical receptacles, please pick up extra key from the Clerk-Treasurer for access.

**Old Lock & Dam Building is a smoke-free facility.**

### **Features of the Old Lock & Dam Building:**

- Certified occupancy of 100
- Approximately 850 square feet of gathering space in main room
- Kitchen includes stove and refrigerator (no glassware, tableware, flatware, cutlery or paper products are provided by the Town of Newburgh)
- Fourteen (14) 6' long tables available for use
- 90 metal folding chairs available for use
- Ice machine available for use
- Completely ADA accessible
- Cleaning supplies, trash bags, paper towels, and toilet tissue are located in the kitchen



## **CONDITIONS AND CHECKLIST FOR RETURN OF DEPOSIT FOR THE OLD LOCK & DAM BUILDING**

- Floors swept clean. Do not mop.
- Food removed from refrigerator and freezer and spills cleaned up.
- Trash placed near trash barrel in front of the building.
- Tables and chairs cleaned and wiped off.
- Restrooms picked up.
- Tables and chairs shall be returned to the attic where found.
- Nothing shall be affixed to the walls or ceiling (no tape, thumbtacks, nails, screws, pins, etc.)
- No disturbance should occur during your use of the building and adjoining property which would result in the intervention of the Parks and Recreation Board or any public agency.
- No person under the age of 21 years shall possess or consume alcohol on the premises.
- Facility returned to the Town in the same condition renter received it.
- Keys, along with the completed and signed checklist, should be returned to Clerk-Treasurer's office within 48 hours after use or 72 hours if the use is on Friday.

**Facilities must be cleaned and vacated by 3:00 a.m. day after rental.**

I acknowledge receipt of these conditions and agree to meet them.

Renter's signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency contact information: Town Manager at 812.890.6619.